

# **Michigan's State Tracking and Reporting System**

## **MiSTAR Underground Injection Control Quick Start Guide**



## **Oil, Gas, and Minerals Division**

**August 26, 2022**

# Quick Start Overview

## Guide Structure

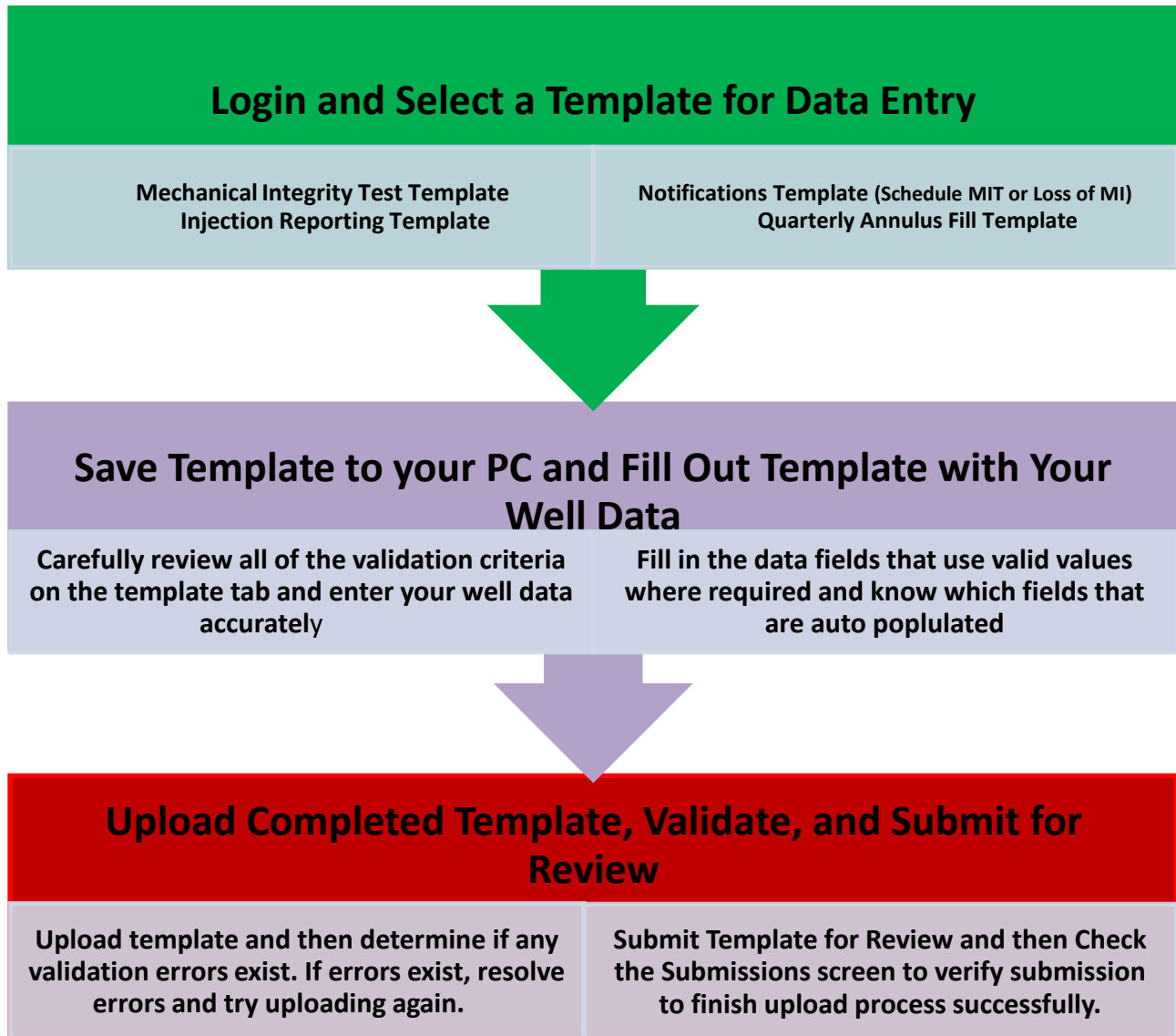
This guide is structured to provide an operator with a stylized Quick Start Overview that references the sequence of steps to submit data into the system. For a comprehensive informational and instructive component with illustrations, diagrams, and examples, please refer to the MiSTAR Underground Injection Control User Guide.

## Generalized System Flow – Quick Look

The five basic steps to submit data using a template (EDD)


1. Download the template of interest
2. Save the template to your PC
3. Fill out the template
4. Upload the filled-out template
5. Validate and verify submittal of template

## Generalized System Flow to Submit a Template



# MiSTAR Quick Look System Flow

## Login

 **MENU**

MiSTAR


### Security Login

Username \*

Password \*

Login

## From the homepage, select Submit EDD


 **MENU**

MiSTAR

Internal Reviewer, OGMD

Welcome to MiSTAR

By using MiSTAR, you may submit data and documents to the Michigan EGLE Oil, Gas, and Minerals Division. You may also view data and/or records. To get started, click on one of the buttons below or click on Menu above. For questions, contact [OGMD](#).



**ELECTRONIC DATA DELIVERABLES**

Submit data via an EDD (.xlsx or .csv) or fill out the form directly.

View a list of EDD submissions. Navigate to an EDD to view/edit.

Submit EDD View EDDs

**UIC WELLBORES**

View a list of UIC wellbores and navigate to an individual wellbore to explore its data.

View UIC Wellbores

**DOCUMENTS**

Submit and View Documents.

Submit and View Documents

**AOR EDD**

Use a map-based tool to generate an AOR EDD template populated with data from OGMD's RBDMS database.

Generate AOR

**WELL NOTIFICATIONS**

View and edit a list of well notifications.

View Well Notifications

**EPA 7520**

Generate the EPA 7520 report.  
For Agency USE ONLY

Generate EPA 7520 Report

## Download Template – Save to Your PC – Fill Out Template

### Submit EDD

**CERTIFICATION:** In uploading this information, I affirm that I am authorized by the operator and that this information was prepared under my supervision and direction. The facts stated herein are true, accurate and complete to the best of my knowledge and I am aware that there are significant penalties for submitting false information.

To upload a file, please follow these steps:

1. Select the desired Type
2. Download the template and fill out, if needed. This application will accept the template in the following file formats: .xlsx, .csv
3. Browse to the filled out template you wish to upload
4. Click the 'Upload EDD File' button

To continue without uploading a file, fill out the form and click the 'Fill Out Form' button.

Type \*

MI Annular Pressure Test V1.0

Download Template

Operator Name \*

Select Organization...

Description \*

Upload EDD File

-- OR --

Fill Out Form

## Upload your completed template

## Submit EDD

CERTIFICATION: In uploading this information, I affirm that I am authorized by the operator and that this information was prepared under my supervision and direction. The facts stated herein are true, accurate and complete to the best of my knowledge and I am aware that there are significant penalties for submitting false information.

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1. Select the desired Type
2. Download the template and fill out, if needed. This application will accept the template in the following file formats: .xlsx, .csv
3. Browse to the filled out template you wish to upload
4. Click the 'Upload EDD File' button

To continue without uploading a file, fill out the form and click the 'Fill Out Form' button.

Type \*

MI Area of Review v1.3

Download Template

Operator Name \*

OGMD

Description \*

example here

Upload EDD File

MI\_AOR\_EDD\_Generated\_v1.3 (1).xlsx

37.15 KB

Clear

Upload

-- OR --

Fill Out Form

### Check for any Validation Errors and Use Edit Button to Resolve Error

[EDD Submissions](#) > **EDD Upload Job**

## EDD Upload Job

- 1 file upload record has failed validation.

Below are the details of an uploaded EDD job (a job can have multiple files). The grid below displays each file uploaded. To view and edit a file, simply click the Edit button of the desired record.

<b>Upload Date</b>	<b>Type</b>
05/26/2021 02:38 PM	MI Annular Pressure Test v1.0
<b>Operator Name</b>	<b>Description</b>
OGMD	Example Here
<b>Save</b>	<b>Delete</b>
<b>Cancel</b>	

Files Uploaded						
Sequence ↑	Upload Date	Source File	File Status	Data Record Status	Action	
1	05/26/2021 02:38 PM	MI_AnnularPressureTest_EDD_Lambda2D test.xlsx	Draft	Validation Errors	Edit	

## After Resolving any Validation Errors, Select “Pending Review” from the File Status Dropdown and Click Update Button

[EDD Submissions](#) > EDD Overview

### EDD Overview - Quarterly Annulus Fill Report

Below are the header and detail records of the selected file. Upload Date, Data Record Type, and Status are system generated. All other data elements originate from the uploaded file. From this page, authorized users may edit header record values and/or select detail records for edit. When the record status becomes "Reviewed" or "Data Migrated", the record may no longer be edited.

For EDD's where review is required before the data can be migrated, authorized "Reviewers" may see additional "Review" data entry fields below the data record. In this scenario, to save a record as "Reviewed", simply click the "Reviewed" button.

Upload Date: 04/18/2022 09:19 AM

File Status: Pending Review **Update**

Delete Cancel

Download File  
MI\_QuarterlyAnnulusFillReport\_Template\_v1.0 (3).xlsx  
[Original Upload](#) [Current Revisions](#)

**Header Info**

Upload Date: 04/18/2022 09:19 AM

Data Record Type: Header Info

Data Record Status: Validated

Operator Name: Chislian Oil Company Inc

Operator Number: 6352

Report Period (Quarter): 2nd

Report Period (Year): 2022

Revised Records?: No

Save

## Click on the pop-up box selecting Yes, Accept

selected file. Upload Date, Data Record Type, and Status are system generated. All other data elements originate from the uploaded file. From this page, authorized users may edit header record values and/or select detail records for edit. When the record status becomes "Reviewed" or "Data Migrated", the record may no longer be edited.

data can be migrated, authorized "Reviewers" may see additional "Review" data entry fields below the data record. In this scenario, to save a record as "Reviewed", simply click the "Reviewed" button.

File Status: Pending Review **Update**

**UPDATE FILE STATUS** ✕

Are you sure you would like to update the file status?

No, Cancel Yes, Accept

Data Record Type: Header Info

Data Record Status: Validated

Operator Number: 6352

Report Period (Quarter): 2nd

Go to the EDD Submissions Page – Verify File Status is “Pending Review”, and that Data Record Status is “Validated” If so, your submission is complete, thank you!

## EDD Submissions

The grid below displays EDD's that have been uploaded. To view and edit an uploaded EDD, please click the Edit button of the desired EDD upload record. If the grid is empty, you may wish to upload a new EDD by simply clicking the "Fill Out Form" button on the new EDD upload page.



Job ID	Type	Operator	Description	File	Upload Date	File Status	Data Record Status	Action
<a href="#">29</a>	MI Area of Review v1.3	SAVOY ENERGY LP(5320)	AOR review for permit extension_Molz	MI_AOR_EDD_Generated_v1.3_Molz_prod.xlsx	04/15/2022 08:57 AM	Pending Review	Validated	<a href="#">Edit</a>
<a href="#">23</a>	MI Well Notification v1.1	BAILER OIL COMPANY LLC	Walat scheduled MIT	Bailer_Walat_MIT scheduled.xlsx	04/15/2022 07:59 AM	Pending Review	Validated	<a href="#">Edit</a>
<a href="#">22</a>	MI Well Notification v1.1	BAILER OIL COMPANY LLC	Walat loss of MI	Bailer_Walat_Loss of MI.xlsx	04/15/2022 07:49 AM	Pending Review	Validated	<a href="#">Edit</a>
<a href="#">32</a>	MI Quarterly Annulus Fill Report v1.0	CHRISTIAN OIL CO INC(6352)	MISTAR Production Test	MI_QuarterlyAnnulusFillReport_Template_v1.0 (3).xlsx	04/18/2022 09:19 AM	Accepted	Migrating Data	<a href="#">Edit</a>
<a href="#">31</a>	MI Quarterly Annulus Fill Report v1.0	SUMMIT PETROLEUM COMPANY LLC(47)	QA Revised Record	MI_QuarterlyAnnulusFillReport_RevisedRecord.xlsx	04/18/2022 07:30 AM	Accepted	Data Migrated	<a href="#">Edit</a>
<a href="#">30</a>	MI Injection Well Operating Report v1.1	RIVERSIDE ENERGY MICHIGAN LLC(6361)	Injection Revised Record	MI_Injection_Template_revised record.xlsx	04/18/2022 07:14 AM	Accepted	Data Migrated	<a href="#">Edit</a>
<a href="#">27</a>	MI Directional Survey v1.1	BLUEWATER GAS STORAGE LLC(6025)	56014 DS Record	MI_DirectionalSurvey_Template_v1.1_56014.xlsx	04/15/2022 08:35 AM	Accepted	Data Migrated	<a href="#">Edit</a>
<a href="#">26</a>	MI Quarterly Annulus Fill Report	BAILER OIL COMPANY LLC	QA three wells	MI_QA_Bailerrev...	04/15/2022 08:31 AM	Accepted	Data Migrated	<a href="#">Edit</a>

**Note: Previous screen shots above indicate a “Fill Out Form” button as indicated by the red arrow below.**



## Submit EDD

**CERTIFICATION:** In uploading this information, I affirm that I am authorized by the operator and that this information was prepared under my supervision and direction. The facts stated herein are true, accurate and complete to the best of my knowledge and I am aware that there are significant penalties for submitting false information.

To upload a file, please follow these steps:



1. Select the desired Type
2. Download the template and fill out, if needed. This application will accept the template in the following file formats: .xlsx, .csv
3. Browse to the filled out template you wish to upload
4. Click the 'Upload EDD File' button

To continue without uploading a file, fill out the form and click the 'Fill Out Form' button.

**Type \***  
MI Area of Review v1.3 [Download Template](#)

**Operator Name \***  
OGMD


**Description \***  
example here

**Upload EDD File**  
 MI\_AOR\_EDD\_Generated\_v1.3 (1).xlsx  
37.15 KB   

Clear **Upload**

-- OR --

**Fill Out Form**



The Fill Out Form function is an alternate method to submit data other than the template process/method that has been described above. The Fill Out Form function is similar to using the template process/method. However, the Fill Out Form method does not leave the user with a copy of data that was filled out/submitted by the user. An operator should determine if the Fill Out Form method is appropriate for their company policy.

## Valid Values and Auto-Populating

The complete list of valid values is shown in the table below and are also listed within the User Documentation in this guide for each EDD/template. **OGMD advises operators to keep this list of valid values available for use in completing the templates.**

EDD Template/Field	Valid Values for Specific Template
<b>Injection Template</b>	
Injection Fluid Type	Co2 or Gas or Liquid
Changes in Source Characteristics?	Yes or No
Report Type	Monthly or Annual (Header)
Revised Records?	Yes or No (Header)
<b>Annular Pressure Test Template</b>	
Type of Pressure Gauge	Analog or Digital
Purpose of Test	5-Year Test, After Rework, New Permitted Well or Other
Test Result	Pass or Fail
<b>Quarterly Annulus Fill Template</b>	
Report Period (Quarter)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> (Header)
Revised Records?	Yes or No (Header)
<b>Well Notification Template</b>	
Notification Type	Notice of Loss of Mechanical Integrity or Notice of MIT Scheduled

Another feature of MiSTAR is that it will auto-populate specified fields in the templates (including UIC Well Type) using data extracted from the OGMD database. The auto-population occurs after the template is uploaded by you into the system. You do not have to fill in data for an auto-populated field. The auto-populated fields are shown in the table below. **OGMD advises operators to keep this list of auto-populated fields readily available.**

**Note-** If you utilize the “Fill Out Form” method of submitting data you may notice that auto-populated fields give a validation error initially upon save. If this occurs select the save button again and the fields should populate correctly.

<b>EDD Template</b>	<b>Auto Populated Fields</b>
<b>Injection Template</b>	Well Name & Number
	UIC Well Type
	Permitted Max Injection Pressure (PSIG)
	Permitted Max Injection Rate (BBLS/MCF day)
<b>Annular Pressure Test Template</b>	Well Name & Number
	UIC Well Type
<b>Quarterly Annulus Fill Template</b>	Well Name & Number
<b>Well Notification Template</b>	Well Name & Number